

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

PAROLE AND PROBATION MANAGER

JOB DESCRIPTION

Employees in this job direct professional parole/probation activities. Under general supervision, the employee works within general methods and procedures and exercises considerable independent judgement to adapt and apply the guidelines to specific situations. The work requires knowledge of the policies, procedures, laws, and regulations of the assigned parole/probation program and knowledge of supervisory techniques and personnel policies and procedures.

There are four classifications in this job. The application of the Professional Managerial Position Evaluation System determines the classification level.

Position Code Title – Parole/Probation Manager-2

Parole/Probation Manager13

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

Position Code Title –Parole/Probation Manager-3

Parole/Probation Manager 14

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

Position Code Title – Parole/Probation Manager-4

Parole/Probation Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Parole/Probation Manager-5

Parole/Probation Manager 16

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Interprets and implements departmental directives and regulations; keeps subordinates informed of changes in policy and procedures.

Maintains liaison with circuit court judges, prosecutors, sheriffs, chiefs of police, friends of the court, county boards of supervisors, and others concerned with the parole and probation program.

Investigates parole/probation violations, documents findings, and recommends disposition to the parole board, court officials, or other officials involved in the parole and probation revocation, or inmate classification process.

Advises judges, attorneys, police, and the public regarding parole and probation policies and procedures.

PAROLE AND PROBATION MANAGER

PAGE No. 3

Evaluates the policies and procedures of the assigned program and makes recommendations to management staff accordingly.

Maintains favorable public relations in the area through meetings with service clubs and school officials, speeches at schools, and visits to police agencies.

Attends conferences and keeps informed of developments in the corrections field.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 13-level and thorough knowledge is required at the 14-level, and extensive knowledge is required at the 15 and 16 levels.

Knowledge of the social sciences underlying adult parole and probation work, such as psychology, criminology, and sociology.

Knowledge of social attitudes.

Knowledge of interviewing techniques.

Knowledge of behavioral problems, mental illnesses, and minority group problems.

Knowledge of the psycho-sociological factors in the committing of crime.

Knowledge of the psychological effects of incarceration.

Knowledge of parole and/or probation laws pertaining to adults and departmental policies relating to the work.

Knowledge of the techniques of parole and probation supervision and treatment.

Knowledge of community organizations and resources.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Knowledge of equal employment opportunity practices.

Knowledge of the principles of management, including budgeting.

Ability to evaluate programs and policies and make recommendations accordingly.

PAROLE AND PROBATION MANAGER

PAGE No. 4

Ability to conduct investigations and to evaluate findings.

Ability to recognize pathological behavior.

Ability to formulate a plan of social and economic rehabilitation for individual cases.

Ability to work under stress.

Working Conditions

Some jobs require an employee to work in adversarial and hostile situations.

Some jobs require travel.

Some jobs require direct contact with prisoners.

Physical Requirements

The job duties require an employee to work under stressful conditions.

Education

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, guidance and counseling, child development, sociology, school social work, social work administration, educational psychology, family relations, or theology.

Experience

Parole/Probation Manager 13

Two years of professional experience working with adult offenders equivalent to a Parole/Probation Officer P11.

OR

One year of professional experience working with adult offenders equivalent to a Parole/Probation Officer 12.

Parole/Probation Manager 14

Three years of experience working with adult offenders equivalent to a Parole/Probation Officer P11.

OR

Two years of professional experience working with adult offenders equivalent to a Parole/Probation Officer 12.

PAROLE AND PROBATION MANAGER

PAGE No. 5

OR

One year of professional experience working with adult offenders equivalent to a Parole Probation Manager 13.

Parole/Probation Manager 15

Two years of professional experience equivalent to a Parole/Probation Manager 13.

OR

One year of professional experience equivalent to a Parole/Probation Manager 14.

Parole/Probation Manager 16

Three years of professional experience equivalent to a Parole/Probation Manager 13.

OR

Two years of professional experience equivalent to a Parole/Probation Manager 14.

OR

One year of professional experience equivalent to the Parole/Probation Manager 15.

Special Requirements, Licenses, and Certifications

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PARPROMGR

Job Code Description

Parole/Probation Manager

Position Title

Parole/Probation Manager-2
Parole/Probation Manager-3
Parole/Probation Manager-4
Parole/Probation Manager-5

Position Code

PAROMGR2
PAROMGR3
PAROMGR4
PAROMGR5

Pay Schedule

NERE-083
NERE-084
NERE-085
NERE-160

PAROLE AND PROBATION MANAGER

PAGE No. 6

ECP Group 3
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